

Aledo ISD Job Description

Campus

ISS Aide

8/21/2013

Job Title: In-School Suspension Aide**Wage/Hour Status:** Nonexempt**Reports to:** Principal**Dept./School:** Assigned Campus**Primary Purpose:**

Supervise students assigned to in-school suspension (ISS) for disciplinary reasons. Maintain a highly structured and orderly environment. Work under the general supervision of the principal and immediate direction of a certified teacher on a daily basis.

Qualifications:**Education/Certification:**

High school diploma or GED

Valid educational aide III certification*

Special Knowledge/Skills:

Ability to work well with students

Ability to follow verbal and written instructions

Ability to use personal computer

Experience:

Three years' experience as classroom aide preferred. Minimum of 48 semester hours of college credit

Major Responsibilities and Duties:

1. Instructional Support
2. Work with certified teachers and campus administrators to create and maintain an orderly and highly structured classroom environment.
3. Work with individual students to complete assignments provided by classroom teachers.
4. Consult classroom teachers regarding student assignments.
5. Distribute, collect, and check student assignments for accuracy.
6. Maintain individual files of completed student assignments and return to classroom teachers.

Student Management

7. Manage student behavior and administer discipline according to board policies, administrative regulations, and Individual Education Plans (IEP).

8. Record student attendance and discipline referrals using personal computer.
9. Supervise students assigned to ISS during lunch and bathroom breaks.

Other

10. Maintain confidentiality.
11. Participate in staff development training programs, faculty meetings, and special events as assigned.

Supervisory Responsibilities:

None.

Equipment Used:

Copier and personal computer.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Moderate standing, stooping, bending, and lifting.

**Note: An Educational Aide III certificate is required for aides assigned to a setting where students grades 9–12 are assigned for less than six weeks. A valid Texas teaching certificate is required when students grades 9–12 are assigned more than six weeks. See 19 TAC §230.601 Assignment of Public School.*

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Signature

Date

Supervisor Signature

Date